



ASUB Standard Operating Procedure – 2205

Standard Operating Procedure Synopsis

Title: **POSTING OF P-CARD CHARGES**

Approval Date: Nov. 17, 2024

Revision Date, if applicable:

Review Date(s): Sept. 14, 2024; Sept. 6, 2023; Aug. 28, 2024

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Controller

A. Purpose and Scope

Purchases are made by Arkansas State University-Beebe employees using a procurement card (P-Card). The controller's office is responsible for processing purchase charges to the general ledger.

B. Definitions

P-Card – The procurement card is issued through the Office of Procurement.

C. Procedures

1. Employees are sent individual statements.
2. Employees have three working days to reallocate charges if needed. Failure to reallocate will cause incorrect charges to departmental budgets.
3. The controller's office processes files downloaded from the bank and charges are then posted to the general ledger.

D. Related Information
